



Child Development Center Director

Announcement # JB-12-035

Salary: \$29.93 - \$40.41 PH Series/Grade: NF 1701 04

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Child Development Center 3 – JBAB

OPENED: 20 April 2012
1ST CUT OFF: 4 May 2012
CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

REGULAR FULL-TIME (35 – 40 HRS/WEEK, BENEFITS OFFERED)

Submit required forms OF-612 AND OF-306 (forms available for download on <https://www.cnic.navy.mil/ndw/Jobs/index.htm>) To: Fleet and Family Readiness Program, ATTN: Human Resource Office, 12 Brookley Ave. Ste. 108, Washington, DC 20032 **OR email to naf.jbab.fct@navy.mil** A *résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

The Child Development Center Director is responsible for the administration of the facility to include implementation of developmentally appropriate programs, budgeting and financial management, personnel management, program operations, and compliance, among other tasks. These tasks are summarized below.

Program Management - Applies professional knowledge of child development principles to supervise the CDC's developmental programming, ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children in the age categories served, provides program oversight and accountability for the performance of employees and the safety of children in accordance with Department of Defense (DoD), Department of Navy (DoN), and local policies and standards, maintains liaison with local institutions and community organizations to stay abreast of trends and changes in the community, participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.

Budgeting and Financial Management - Develops integrated budget input, conducts written analysis of budget variances as necessary, and prepares justification for funding of program resource requirements and repairs or maintenance of facilities and equipment, oversees the collection, accurate accounting and reporting of funds received from patrons, ensures compliance with all regulations governing the use of appropriated and non-appropriated funds, adheres to authorized methods of acquisition.

Personnel Management - Responsible for the supervision of employees and volunteers, ensures proper and timely initiation and implementation of all personnel actions and assures quality related to selection, assignments, training, promotions, disciplinary actions, and recognition of employees and volunteers, supports and carries out all established EEO objectives and policies in matters of personnel management and supervision and communicates support of these policies to subordinates, ensures all employees follow safety, health, and risk management policies and procedures, oversees the development of a staffing schedule in accordance with established ratios and group sizes and coordinates use of employees who work across CY programs with other installation CYP Directors, works collaboratively with the Training and Curriculum (T&C) Specialist to identify needs, and assess application of training.

Program Operations - Provides input into the development of CYP standard operating procedures (SOPs) as required and ensures implementation of these SOPs, works collaboratively with other CYP Directors to establish and implement a combined Parent Involvement Board (PIB) that includes parents and representatives from the CDC, Child Development Home (CDH), School Age Care (SAC) program, and the Youth Program, ensures that available program spaces are fully utilized.

Compliance - Ensures compliance with, and is assessed by adherence to the standards and criteria developed by the DoN, DoD, the Military Child Care Act (MCCA), and the National Association for the Education of Young Children (NAEYC), takes action to obtain and retain DoD certification and NAEYC accreditation, ensures the development and implementation of the established curriculum, implements and supports policies and procedures to ensure compliance with health, fire, safety facility, and program regulatory guidance and standards, completes all DoN training requirements, services as a mandatory reporter to Family Advocacy and Child Protective Services as prescribed by local policy in the case of suspected incidences of child abuse and neglect, performs other duties as assigned.

MINIMUM QUALIFICATIONS:

An incumbent must have one of the following: a 4-year degree in Early childhood Education (ECE), Child Development, Elementary Education, Special Education, Home Economics (early childhood emphasis), youth recreation, recreation, physical education or related field of study that included a major study in education AND 3 years of full-time experience working with children or youth or monitoring of childhood programs.

OR

A Master's degree in the related field of study AND minimum of 1 year professional experience working with children or youth.

OR

A combination of education and experience with courses equivalent to a major in a field (24 hours) appropriate to the position (see above), plus appropriate experience or additional course work that provides knowledge comparable to that normally acquired through the successful completion of the 4-year course of study described above.

Knowledge of the principles of child development and in designing and managing an exceptionally complex program that includes, but is not limited to safety, security, disease prevention, employee training, developmentally appropriate activities, parent involvement, and facility management, knowledge of and skill in applying both Federal and State laws governing the detection and prevention of child abuse and/or neglect, knowledge of financial management, budgeting, and purchasing as it pertains to a child development program, strong supervisory and business skills and ability to provide positive personnel management. Experience working with military families and an understanding of military lifestyles is preferred.

Incumbent must possess a driver's license, and have the ability to favorably pass a pre-employment physical, provide evidence of immunization and be free from communicable disease, ability to satisfactorily complete all background checks to include National Agency Check with Written Inquiries (NACI).

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

IMPORTANT: If you are a male born after December 31, 1959 and at least 18 years of age, employment law (5 U.S.C. 3328) requires that you must register with the Selective Service System (military draft), unless you meet certain exemptions. If applicable, failure to register will prevent you from being considered for employment. To register, please visit the Selective Service web site at <https://www.sss.gov/default.htm>

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

Visit our web site:

<http://cnic.navy.mil/NDW/About/Jobs/>